



Michigan Department of State Police

Emergency Management Division Informational Letter

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Volume: 03-18

December 2, 2003

Subject: Funding for Solution Area Planner (SAP)
Attention: Local and District Emergency Management Coordinators

The U.S. Department of Homeland Security (DHS), Office for Domestic Preparedness (ODP) Fiscal Year (FY) 2003 State Homeland Security Assessment and Strategy (SHSAS) process allowed local jurisdictions to update their needs assessment data to reflect post-September 11, 2001, realities, as well as identify progress on the priorities of their initial homeland security strategies.

Many local programs have also expressed to the Emergency Management Division (EMD) the need to have funding for personnel support to help in their homeland security efforts. In response to these requests and to support implementation of the SHSAS solution areas, the Emergency Management Division is pleased to announce the availability of funding for eligible local jurisdictions that participated in the SHSAS to bring on board a staff position for a Solution Area Planner (SAP). This financial assistance is being offered through the FY 2003 State Homeland Security Grant Program (SHSGP) Part II. Sustainment of this position may be available through the 2004 SHSGP funding if the jurisdiction chooses to do so.

Funds may be used to pay for staff activities associated with planning, evaluation, and analysis of program elements in the SHSAS solution areas of equipment acquisition, training, exercising, planning, and organization for the jurisdiction's Homeland Security Strategy. This includes hiring full or part-time staff or a contractor to conduct the necessary activities for successful completion of the strategy. See the attached allocation table for the amount being provided to your jurisdiction.

As part of the grant agreement for the Solution Area Planner, each jurisdiction will be required to provide the Emergency Management Division with a job description that details the duties and responsibilities of the SAP. This job description is being required as part of the approval process for the sub-grants and is an action that was strongly recommended to the state by the Office of Domestic Preparedness for grant monitoring purposes. Attached is recommended language for the duties and abilities that should be incorporated into your local SAP position description. Additionally, the grant agreement provides for quarterly reimbursement and reporting of SAP activities in support of the jurisdiction's homeland security efforts.

The Solution Area Planner grant agreement package will be mailed out to each participating jurisdiction this week. After receiving the grant agreement package, please have all required documents signed and return to David Lundquist in the Emergency Management Division by January 31, 2004. Questions regarding the Solution Area Planner position or allocation may be directed to Mark Wesley at 517-333-5023 or wesleym@michigan.gov. Questions regarding the grant agreement package may be directed to David Lundquist at 517-324-2386 or lundquid@michigan.gov.

Sincerely,

JOHN ORT, CAPTAIN

Deputy State Director of Homeland Security
and Emergency Management

JO:MW:dw
(243)

Attachments:

- Allocation Table
- SAP Position Description



Solution Area Planner Allocation	
Jurisdiction	Sub-Award Amount
Alcona County	\$ 25,000.00
Alger County	\$ 25,000.00
Allegan County	\$ 43,000.00
Alpena County	\$ 34,000.00
Ann Arbor City	\$ 43,000.00
Antrim County	\$ 25,000.00
Arenac County	\$ 25,000.00
Baraga County	\$ 25,000.00
Barry County	\$ 34,000.00
Battle Creek City	\$ 34,000.00
Bay County	\$ 43,000.00
Benzie County	\$ 25,000.00
Berrien County	\$ 43,000.00
Birmingham City	\$ 25,000.00
Bloomfield Township	\$ 34,000.00
Branch County	\$ 34,000.00
Calhoun County	\$ 43,000.00
Canton Township	\$ 43,000.00
Cass County	\$ 34,000.00
Charlevoix County	\$ 34,000.00
Cheboygan County	\$ 34,000.00
Chippewa County	\$ 34,000.00
Clare County	\$ 34,000.00
Clinton County	\$ 34,000.00
Clinton Township	\$ 43,000.00
Crawford County	\$ 25,000.00
Dearborn City	\$ 43,000.00
Delta Charter Township	\$ 34,000.00
Delta County	\$ 34,000.00
Detroit City	\$ 43,000.00
Dickinson County	\$ 25,000.00
Eaton County	\$ 43,000.00
Emmet County	\$ 34,000.00
Farmington Hills City	\$ 43,000.00
Fraser City	\$ 25,000.00
Genesee County	\$ 43,000.00
Gladwin County	\$ 25,000.00
Gogebic County	\$ 25,000.00
Grand Traverse County	\$ 43,000.00
Gratiot County	\$ 34,000.00
Hillsdale County	\$ 34,000.00
Houghton County	\$ 34,000.00
Huron County	\$ 34,000.00
Ingham County	\$ 43,000.00
Ionia City	\$ 25,000.00
Ionia County	\$ 34,000.00
Iosco County	\$ 34,000.00
Iron County	\$ 25,000.00
Isabella County	\$ 34,000.00
Jackson County	\$ 43,000.00
Kalamazoo County	\$ 43,000.00
Kalkaska County	\$ 25,000.00
Kent County	\$ 43,000.00

Keweenaw County	\$ 25,000.00
Lake County	\$ 25,000.00
Lansing City	\$ 43,000.00
Lapeer County	\$ 43,000.00
Leelanau County	\$ 25,000.00
Lenawee County	\$ 43,000.00
Livingston County	\$ 43,000.00
Livonia City	\$ 43,000.00
Luce County	\$ 25,000.00
Mackinac County	\$ 25,000.00
Macomb County	\$ 43,000.00
Manistee County	\$ 25,000.00
Marquette County	\$ 34,000.00
Mason County	\$ 34,000.00
Mecosta County	\$ 34,000.00
Menominee County	\$ 25,000.00
Midland County	\$ 43,000.00
Missaukee County	\$ 25,000.00
Monroe County	\$ 43,000.00
Montcalm County	\$ 34,000.00
Montmorency County	\$ 25,000.00
Muskegon County	\$ 43,000.00
Newaygo County	\$ 34,000.00
Oakland County	\$ 43,000.00
Oceana County	\$ 34,000.00
Ogemaw County	\$ 25,000.00
Ontonagon County	\$ 25,000.00
Osceola County	\$ 25,000.00
Oscoda County	\$ 25,000.00
Otsego County	\$ 25,000.00
Ottawa County	\$ 43,000.00
Owosso City	\$ 25,000.00
Port Huron City	\$ 34,000.00
Presque Isle County	\$ 25,000.00
Romulus City	\$ 25,000.00
Roscommon County	\$ 25,000.00
Saginaw County	\$ 43,000.00
Sanilac County	\$ 34,000.00
Schoolcraft County	\$ 25,000.00
Shiawassee County	\$ 34,000.00
Southfield City	\$ 43,000.00
St. Clair County	\$ 43,000.00
St. Joseph County	\$ 34,000.00
Sterling Heights City	\$ 43,000.00
Trenton City	\$ 25,000.00
Tuscola County	\$ 34,000.00
Van Buren County	\$ 43,000.00
Warren City	\$ 43,000.00
Washtenaw County	\$ 43,000.00
Wayne County	\$ 43,000.00
Wexford County	\$ 34,000.00
Sub-Award Total	\$ 3,545,000.00

Homeland Security Solution Area Planner Position Description

General Summary of Function/Purpose of Position:

1. Research and provide data to support the jurisdiction's Homeland Security efforts through the systematic planning, evaluation, and analysis of program elements in the solution areas of equipment acquisition, training, exercising, and planning as identified in the jurisdiction's Homeland Security Assessment and Strategy.
2. Research and provide data through the systematic planning, evaluation, and analysis of projects in bio-terrorism, weapons of mass destruction and CBRNE (Chemical, Biological, Radiological, Nuclear and Explosive) elements.

Specific Duties:

1. Develops procedures for the planning, evaluation, and analysis of solution area recommendations pertaining to utilization of local resources and related issues.
2. Meets with elected officials and other agency staff to analyze the implications of solution area programs and proposals.
3. Conducts planning, analysis and evaluation of homeland security projects in such solution areas as planning, equipment, training, exercising, and organization.
4. Attends meetings and project conferences to discuss operations, proposals and techniques for the resolution of problems, and to carry out coordinated programs to fulfill federal and state grant requirements.
5. Analyzes and evaluates data, prepares reports, and makes specific recommendations concerning the development of solution area proposals.
6. Encourages the exchange of information with local, county, regional, and metropolitan agencies; and private organizations and universities engaged in programs related to the homeland security strategy.
7. Utilizes local Homeland Security Assessment and Strategy results and the Statewide Homeland Security Strategy to substantiate recommendations for solution area initiatives.
8. Participates in public meetings and hearings explaining the jurisdiction's homeland security proposals.
9. Maintains records and prepares reports and correspondence related to the work.

Knowledge, Skills, and Abilities

- Knowledge of community organization.
- Knowledge of sources of solution area planning data.
- Knowledge of community and homeland security planning techniques.
- Knowledge of the principles and practices of research.
- Knowledge of techniques involved in the collection and organization of physical, social, economic, fiscal, legal, and other data used in community and regional planning.
- Knowledge of methods of presenting the results of studies.
- Ability to design, organize, and conduct a planning study.
- Ability to use tabular and statistical data.
- Ability to prepare graphic and narrative materials.
- Ability to participate in homeland security planning and meetings with state, local, and other public and private officials.
- Ability to use tact and similar qualities necessary in meeting and communicating effectively with others.
- Ability to maintain records and prepare reports and correspondence related to the work.
- Ability to maintain favorable public relations.